

Families In Transition, Inc.
PARENTING COORDINATION
ENGAGEMENT AND RETAINER AGREEMENT

Date

Dear _____:

I am writing to you to introduce myself and my services, and to establish the foundation of our professional working relationship. As you both know, I have been appointed by the court to serve as your divorce/post-divorce Parenting Coordinator. According to the Dispute Resolution section of your Joint Parenting Agreement (“JPA”), disputes regarding decision making that impact the children are to be addressed in joint meetings with your Parenting Coordinator, prior to submitting any dispute to the Court.

Below, I am outlining the role of a Parenting Coordinator (“PC”), the fees involved, and general expectations for our working relationship:

Parenting Coordination vs. Mediation or Psychotherapy

I am a clinical psychologist and trained mediator. However, the Parenting Coordination role is NOT psychotherapy or mediation. As such, you should be aware that there is no therapist-client privilege, and third party reimbursement will not be accepted. You must also be aware that the process and our discussions are NOT CONFIDENTIAL. I may need to send emails or memos to your attorneys, the Children’s Representative, or the Court, if you reach an impasse in our work. I may also need to contact the attorneys or Children’s Representative by phone to discuss aspects of your case and/or the nature of the dispute. I will ask you to sign consent forms allowing me to speak with the above mentioned parties, and will need you to sign all forms before we can proceed with our meetings.

Fees for Service and Retainer Agreement

My rate for services is \$250 per hour for time spent on the phone, reviewing documents or emails, drafting emails, letters or memos, speaking to attorneys or other involved professionals or institutions (e.g. schools), speaking with each of the parents or children, and face-to-face meetings. I require a \$2,500 retainer to be paid in full prior to beginning our work. The retainer is to be split equally between the parties, unless otherwise agreed to. All services rendered will be charged to the parent who receives the service; in other words, any phone calls or in-person meetings that take place with only one parent, or time spent reviewing email correspondence or other documents submitting by one parent, shall be charged directly to that parent. Jointly rendered services shall be charged to both parties and split equally between the parties. If there is a disagreement between the parties as to who incurred a specific charge by the PC, you both agree that the PC shall render the final determination regarding who is responsible for fees incurred. I accept only cash or checks made payable to “Families In Transition.” When the retainer amount reaches \$500, I will inform both of you, and request an additional retainer of \$2500, which must be paid in full prior to scheduling any additional meetings. If I am not paid in full for services rendered, or your retainer is not replenished, I shall cease work on your case until all bills have been

The Marriage of and
Case No.

